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GENERAL SERVICES ADMINISTRATION  
Region 3  
Philadelphia, PA 19107

January 24, 1980

GSA REGIONAL BULLETIN FPMR 3-A-53  
GENERAL

TO: Heads of Federal agencies and field offices located in GSA Region 3

SUBJECT: Energy conservation

1. Purpose. This bulletin outlines specific steps Federal agencies can take to help reduce energy consumption.
2. Expiration date. This bulletin contains information of a continuing nature and will remain in effect until canceled.
3. Background. Pursuant to Section 201 (a) and (b) of the Energy Policy and Conservation Act of 1975 and the President's Standby Conservation Plan No. 2 which was approved by Congress on May 10, 1979, temperatures have been restricted in nonresidential buildings. In addition, the Standby Conservation Plan calls for all Federal agencies to assist in attaining a 5 percent reduction in energy consumption in federally owned and leased buildings for the year ending March 31, 1980, and to reduce gasoline consumption by government vehicles by 10 percent during the same period. According to our nationwide records for the first 6 months of this period, we are not yet meeting all of these goals. Recent events worldwide have underscored the importance of intensifying our efforts to conserve.
4. Action. Realizing that even the simplest actions to save energy can have significant effects, agencies should take the following steps:
  - a. Comply with building temperatures of 65° F during the winter and 78° F during the summer;
  - b. Encourage employees to dress with these temperatures in mind;
  - c. Turn off lights and equipment when they are not being used;
  - d. Specify energy efficient features when buying or renting equipment;
  - e. Buy or rent computers that will operate in temperatures ranging from 65° F to 78° F;
  - f. Use carpools and coordinate trips with other agencies as much as possible;
  - g. Close curtains and blinds before leaving at night;
  - h. Schedule work as much as possible between 8:00 a.m. and 5:00 p.m., Monday thru Friday; and most important
  - i. Foster a sense of "energy consciousness" among employees so they will realize the significance of their efforts and will accept occasional personal discomforts and inconveniences as necessary to achieve a greater national goal.

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